



**Tribhuvan University  
Faculty of Management**

**Lab Report of IT 231:IT and Applications LAB**

**REPORT**

**Submitted to**

**Department of Business Administration Mechi  
Multiple Campus**

*In partial fulfillment of the requirements for the Bachelor of Business Administration*

Submitted by Prakrity Upreti  
Roll no: 51  
2081

Under the Supervision of  
**Pramod Kumar Soni**



**Tribhuvan  
University Faculty of  
Management Mechi  
Multiple Campus**

**Supervisor's Recommendation**

I here by recommend that this report prepared under my supervision by Prakrity Upreti entitled "**LabReport of IT231: IT and Applications**" in partial fulfillment of the requirements for the degree of Bachelor of Administration (First Semester) is recommended for the final evaluation.

.....  
**SIGNATURE**

.....

.....

**SUPERVIS**

**OR**

<<Academic Designation>>

<<Department>>

<<Full address of Dept. & Campus>>



**Tribhuvan University**  
**Faculty of Management**  
**Mechi Multiple Campus**

**LETTER OF APPROVAL**

This is to certify that this report prepared by Prakrity Upreti entitled “**Lab Report of IT 231: IT and Applications**” in partial fulfilled of the requirements for the degree of Bachelor in Business Administration (First Semester) has been evaluated. In our opinion it is satisfactory in the scope and quality as a project for the required degree.

<b>SIGNATURE of Supervisor</b>  Name and Academic designation  Department name and full address of the Campus	<b>SIGNATURE of Program Director</b>  Name and Academic designation  Department name and full address of the Campus
<b>SIGNATURE of Internal Examiner</b> <b>Internal Examiner</b>	<b>SIGNATURE of Internal Examiner</b> <b>External Examiner</b>

## **Acknowledgement**

First of all I would like to express my thankfulness to Pramod Kumar Soni sir, and whole faculty of management who has provided me this opportunity. I am really grateful to sir Pramod Kumar Soni for this kind of support in my project.

We are making these report as it is compulsory required by Mechi Multiple Campus. It is compulsory report that should be submitted to the college in order to get practical marks. For this report our IT and application's teacher has motivated us. We are also guided by him to score good marks in practical. He has suggested how to make the report. He was the main source for us to make the report ready for MMC. In this report, we the student of BBA were engaged and I would like to express my deep thankful particularly to all of them. We are doing this report to be very helpful for coming days.

Thankyou

## **Table of Contents**

### **A. Word Processing Software**

1. Write an application to apply the post of Java programmer with your bio-data.
2. Prepared the following form in any word processing software.
3. Prepare a month calendar using table.
4. Prepare an identity card.
5. Design a well formatted Newspaper page containing text ,pictures ,drop cap, chart etc.
6. Prepare mathematical calculation and pyramid using MS word.
7. Steps to perform mail merge.

### **B. MS Excel**

1. Solve the following problems by using suitable numerical operations and functions.
2. Calculate TA,DA,Net Salary,Average salary,maximum salary,total number of staffs and grand total.
3. Calculate bonus,tax and net salary of the personal by using given criteria.
4. Solve the following problem by using IF function with the help of given criteria.
5. Solve the following problem by using AND function with the help of given criteria.
6. Solve the following problems by using OR function with the help of given criteria
7. Calculate the total marks,result,percentage,division,and position of the following students by using standard SLC result criteria.

### **C.Internal and external DOS command.**

**D.Presentation includes any 10 slides of topic given in class in lab report.**

## **MSWord**

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983, under the name Multi-word Word for Xenix systems. Microsoft Word is a word processing program that allows for the creation of both simple and Complex documents. MSWord enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

Although Microsoft Word is popular, there are other wordprocessor programs. Below is a list of some popular word processors in alphabetical order.

- Abiword.
- Apple iWork -Pages.
- AppleTextEdit-AppleMac-OS included wordprocessor.
- CorelWordPerfect.
- Dropbox Paper (onlineandfree).
- Google Docs(onlineandfree).
- Libre Office->Writer(free).
- MicrosoftOffice ->Microsoft Word.
- MicrosoftWordPadetc.

I. Write an application to apply the post of Java programmer with your bio-data.

Bhadrapur-6,Jhapa

ProvinceNo:1

20/09/2079

Mr. Jack

Mullian Oracle

Corporation

Oracle Parkway

Redwood Shores,CA

94065

Sub:Application for post of java programmer

Dear Sir,

I wish to apply for the post of Programmer, which was advertised in NewYork Times. I believe that I can give my best for your company. I am a BCA graduate with 3.90 GPA. I have also participated in numbers of Programming in the internship at Google. I am familiar with UNIX, Windows, Linux and MAC.

I have also attached a copy of my CV with this application. If you feel that you are familiar with my education and skills, you can contact me prakritiupreti59@gmail.com.Please let me know if there is any further information you require. I look forward to hear from you.

Yours

sincerely,

Prakrity

Upreti

## **C.V**

### **PERSONALDETAILS**

<b>Name</b>	<b>Prakrity upreti</b>
Nationality	: Nepalese
Date of Birth	: 2004/08/18
Father's Name	:Santosh Upreti
Mother's Name	:Harimaya upreti
Contact No	9814983986
Marital status	: Unmarried
Gender	: Female
Blood Group	: AB+
Language Proficiency	: Nepali and
English Current Address	:Birtamode-3

### **OBJECTIVE**

To hold a responsible position in a reputed organization that provide challenging &rewarding career with ample growth opportunities that will further enhance a strategic thinking and an ability to work with independent sight.

### **EDUCATIONALOUALIFICATION**

- S.E.E from Kanchanjunga English school
- +2from Kanchanjunga Namuna college
- Bachelor from MechiMultiple Campus

### **COMPUTERKNOWLEDGE**

- Knowledge in Computer Applications &Internet Securing
- Computer Database
- MS Office Package
- Proficiency Tally(all-versions)
- Java Programming
- C Programming
- Python Programming
- Graphics Designing
- Document scanning and printing
- English typing



### **KEY STRENGTHS**

Time Utilization	Effective Utilization of value of time
Good relation among the workers	Well-disciplined and sincere person
Honest & Hardworking	Co-operative and friendly

### **DECLARATION**

I hereby declare that the information given above is true to the best of knowledge and belief. If I get any opportunity in your organization. I will assure you that I work sincerely to achieve your expectation.

Prakrity upreti  
(Applicant)

## 2.Prepare the Following form in any word processing software.

II. Please type your answer.Use additional of paper if necessary.		
1.	Last Name:	First Name:Middle Name:
2.	Mailing Address: Street: City:	State: Zip:
3.	Daytime Telephone Number:(  )  Email Address:	
4.	Date of Birth:  Mon th: Day:	Year:
5.	Cumulative Grade Point Average (GPA)	(On a4.0 Scale)
6.	Name and location of High School:	
7.	<p>A. List any academic honors ,awards and membership activities while in high school.</p> <p>B. List your hobbies ,outside interest,extra curricular activities and school related volunteer activities:</p> <p>C. List your non-school sponsored volunteer activities in the community:</p>	
8.	<p>A. If you have decided to the college you will attend, please list the school name:</p> <p>B. If not,list your top three (3)college choices:</p>	

### 3. Prepare a Monthly calendar using a table.


Calendar of the year 2081

बैशाख/Baishakh

(Apr/May)

SUN	MON	TUE	WED	THU	FRI	SAT
			1 15	2 16	3 17	4 18
5 19	6 20	7 21	8 22	9 23	10 24	11 25
12 26	13 27	14 28	15 29	16 30	17 May1	18 2
19 3	20 4	21 5	22 6	23 7	24 8	25 9
26 10	27 11	28 12	29 13	30 14	31 15	

#### 4 .Prepare an Identity Card.



## MECHI MULTIPLE CAMPUS

### BHADRAPUR, JHAPA

STUDENT IDENTITY CARD

PHOTO

Name:-.....

Level:-.....Roll No:-.....

Address:-.....

Valid upto:-.....



## 5. Design a well-formatted Newspaper page containing text,pictures,dropcut etc.



**Man injured during Biratnagar protest demanding renaming of Koshi province dies.**

Padam Limbu Lajehang, who had sustained head injuries following a clash with the police during a protest held in Biratnagar on March 19, died while undergoing treatment on Friday. A man who was injured following a clash with police personnel during the protests held in Biratnagar on March 19, died while undergoing treatment on Friday.



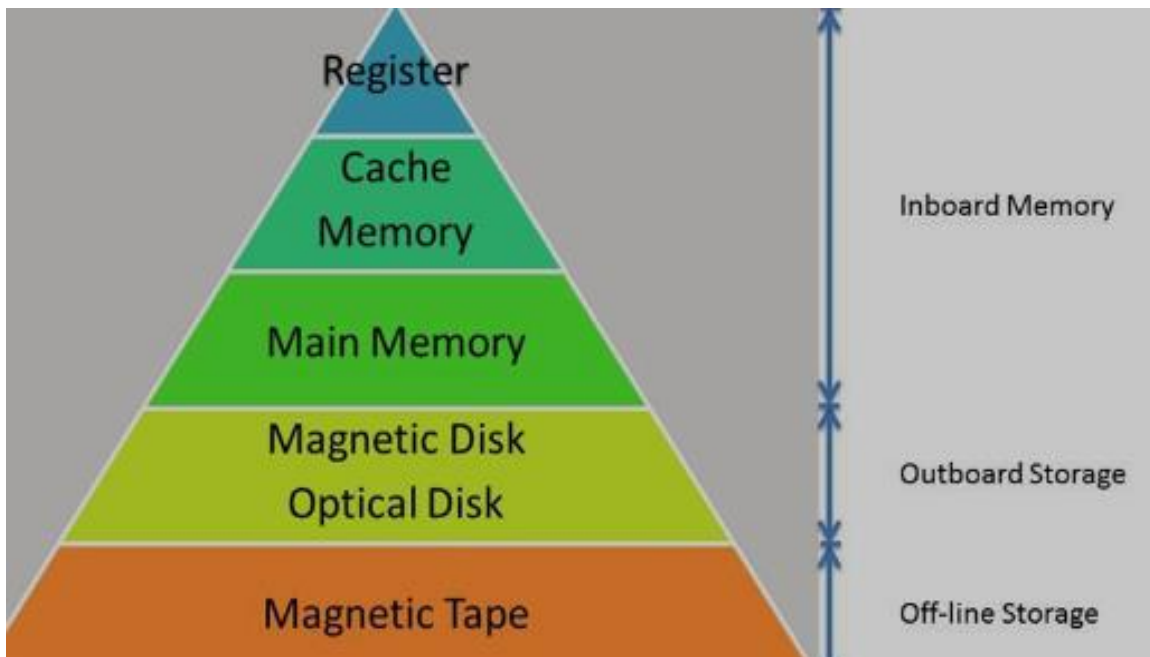
On Wednesday night, Lajehang fell unconscious after vomiting after which he was taken to Dharan-based BP Koirala Institute of Health Sciences and admitted to the intensive care unit. Preparations were underway to medevac Lajehang to Kathmandu when he passed away at 2.30 am on Friday morning while undergoing treatment. The committee on Friday issued a statement and demanded that Lajehang be declared a martyr.

According to Province 1 Renaming Joint Struggle Committee, an organization protesting the name of Koshi province, informed that Padam Limbu Lajehang, who had sustained head injuries during a police baton charge during a protest held in Biratnagar died on Friday morning. Lajehang, 42, of Bajhgara in

Dharan-15, was the central co- commander of the Limbuwan Volunteer affiliated to Sanghiya Loktantrik Rastriya Manch led by Kumar Lingden. Lajehang was under treatment at home despite suffering a serious head injury.

**6. Write mathematical equation and prepare a pyramid.**

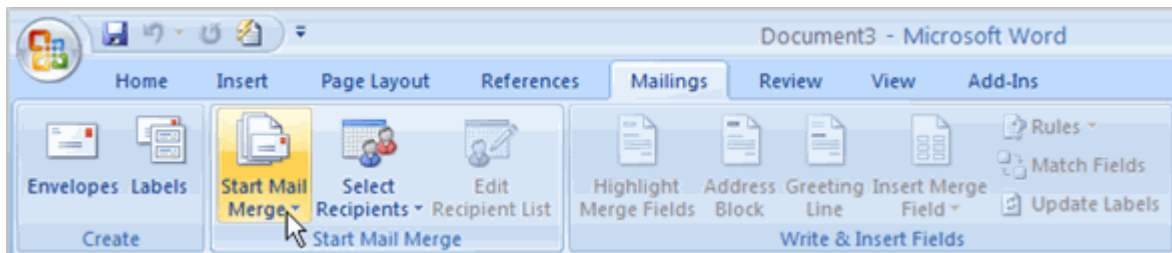
- $C(Q) = \frac{2}{5}Q^5 - 15Q^3 + 120Q + 10$
- $\frac{df}{dt} = \lim_{h \approx 0} \frac{f(t+h) - f(t)}{h}$
- $\alpha + \beta = \frac{-b + \sqrt{b^2 - 4ac}}{2a} + \frac{-b + \sqrt{b^2 - 4ac}}{2a}$
- $\log_a[7 + \log_4\{13 + 4\}]$



## 7.Steps to perform mail merge.

To use Mail Merge:

- Select the **Mailings** on the Ribbon.
- Select the **Start Mail Merge** command.



- Select **Step by Step Mail Merge Wizard**.

The Mail Merge task pane appears and will guide you through the **six main steps** to complete a merge. You will have several decisions to make during the process. The following is an example of how to create a form letter and merge the letter with a data list.

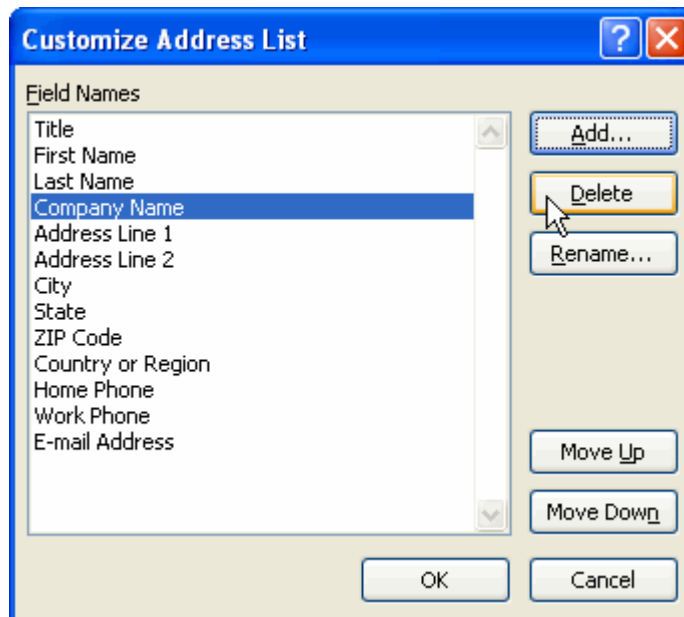
### Steps 1-3

- Choose the type of document you want to create. In this example, select **Letters**.
- Click **Next:Starting document** to move to Step 2.
- Select **Use the current document**.
- Click **Next:Select recipients** to move to Step 3.
- Select the **Type a new list** button.
- Click **Create** to create a data source. The **New Address List** dialog box appears.
  - Click **Customize** in the dialog box. The Customize Address List dialog box appears.
  - Select any field you do not need, and click **Delete**.
  - Click **Yes** to confirm that you want to delete the field.
  - Continue to delete any unnecessary fields.
  - Click **Add**. The Add Field dialog box appears.
  - Enter the new field name.
  - Click **OK**.
  - Continue to add any fields necessary.



- Click **OK** to close the Customize Address List dialog box.

To customize the new address list:



- Enter the necessary data in the New Address List dialog box.
- Click **New Entry** to enter another record.
- Click **Close** when you have entered all of your data records.
- Enter the file name you want to save the data list as.
- Choose the location where you want to save the file.
- Click **Save**. The Mail Merge Recipients dialog box appears and displays all of the data records in the list.
- Confirm that the data list is correct, and click **OK**.
- Click **Next:Write your letter** to move to Step 4.

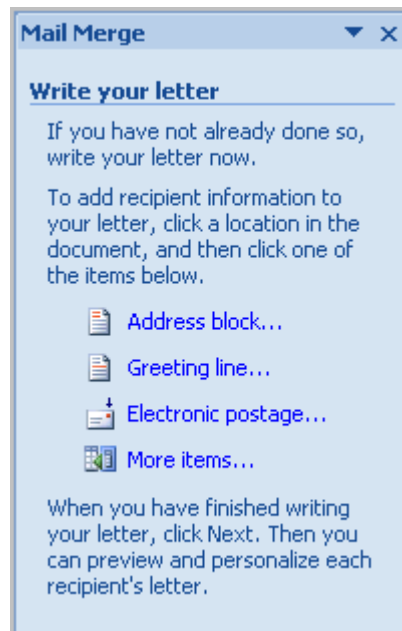
#### Steps 4-6

- Write a letter in the current Word document, or use an open existing document.

To insert recipient data from the list:

- Place the insertion point in the document where you want the information to appear.

- Select Address block, Greeting line, or Electronic postage from the task pane. A dialog box with options will appear based on your selection.



OR

- Select More Items. The Insert Merge Field dialog box will appear.
- Select the field you want to insert in the document.
- Click **Insert**. Notice that a placeholder appears where information from the data record will eventually appear.
- Repeat these steps each time you need to enter information from your data record.
- Click **Next: Preview your letters** in the task pane once you have completed your letter.
- Preview the letters to make sure the information from the data record appears correctly in the letter.
- Click **Next: Complete the merge**.
- Click **Print** to print the letters.
- Click **All**.
- Click **OK** in the Merge to Printer dialog box.
- Click **OK** to send the letters to the printer.

The Mail Merge Wizard allows you to complete the merge process in a variety of ways. The **best** way to learn how to use the different functions in Mail Merge is to try to develop several of the different documents—letters, labels, and envelopes—using the different types of data sources.

## **MSExcel**

Excel is a spreadsheet program from Microsoft and a component of its Office product group for business applications. Microsoft Excel enables users to format, organize and calculate data in a spreadsheet.

By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed. Excel contains a large number of boxes called cells that are ordered in rows and columns. Data is placed in these cells.

Some examples of MS Excel are as follows:-

- Microsoft Excel.
- Google Workspace.
- Quip.
- Apple Numbers.
- Zoho Sheet.
- Mini-tab Statistical Software.
- LibreOffice.
- WPS Spreadsheets etc.

Numerical operators and functions:

Problem 1						
SN	items	Rate	Qty	Total	Discount	Net Total
1	Keyboard	350	10	3500	350	3150
2	mouse	259	12	3108	310.8	2797.2
3	Monitor	8000	15	120000	12000	108000
4	Printer	10000	20	200000	20000	180000
5	speaker	250	16	4000	400	3600
Minimum rate of the items=				3500		
Maximum qty of the items=				20		
Grand Total of the item=				3520		
Average rate of the items=				3771.8		

## Solution

- 1.Total of each items =C2\*D2
2. Discount amount of each item=E2\*10%
- 3.Net amount of each item 5%if quantity<10 otherwise 10%:=E2-F2
- 4.Minimum rate of the items:=Min(C2:C6)
- 5.Maximum quantity of the items:=Max(D2:D6)
- 6.Grand total of the items:=Sum(G2:G6)
- 7.Average rate of the items:=Average(C2:C6)

## Problem 2

Salary Sheet					
SN	Name	Salary	TA	DA	Net Amount
1	Tara Rai	12000	1800	1200	15000
2	Milan Subba	10000	1500	1000	12500
3	Tanka Thapa	8500	1275	850	10625
4	Binu Adhikari	6000	900	600	7500
5	Santi BK	45000	6750	4500	56250
Averagre Salary					16300
Maximum Salary					45000
Total Number of Staff					5
Grand Total					101875

Solution:

1. 15% TA amount =  $C3 * 15\%$

2. 10% DA amount =  $C3 * 10\%$

3. Net total =  $C3 * D3 * E3$

4. Average salary =  $\text{average}(C3:C7)$

5. Maximum salary =  $\text{max}(C3:C7)$

6. Number of staff =  $\text{count}(A3:A7)$

7. Grand Total =  $\text{sum}(F3:F7)$

Problem 3: Calculate bonus, tax and net salary of the personal by using given criteria.

Salary Sheet of the personal					
SN	Name	Salary	Bonus	Tax	Net Salary
1	Ram Rai	25000	5000	3000	27000
2	Sita Subba	15000	3000	1800	16200
3	Mina Tamang	12000	2400	1440	12960
4	Mohan Thapa	8000	1600	960	8640
5	Shyam Thapa	6000	1200	720	6480
Average					14256

1. Bonus will be given 20% of salary per month =  $C3 * 20\%$
2. Tax will pay 10% of salary and bonus per month =  $(C3 + D3) * 10\%$
3. Calculated net salary:  $C3 + D3 - E3$
4. Average: =Average(F3:F7)

## Problem 4

SN	Name	Add	Post	Salary	Bonus	Tax	HA	Total
1	Sangam	ktm	Manager	12000	0	1200	0	10800
2	Seeta	jhapa	Accountant	11500	0	0	575	11500
3	Geeta	ilam	Engineer	10000	0	0	500	10000
4	Ram	phidim	Director	12500	0	0	625	12500
5	Krishna	pokhara	Gardener	2500	375	0	125	2875
6	Mohan	btm	Peon	5000	0	0	250	5000
7	Pritam	ktm	Assistant	1600	240	184	0	1656

Solution:

1. Bonus will be given 15% of salary. If his/her salary is less and equal to 4000:  $\text{=if}(E2 \leq 4000, E2 * 15\%, 0)$

2. Tax will pay 10% of salary and bonus, if he/she is from Kathmandu:  $\text{=if}(C2 \leq \text{KTM}, (E2 + F2) * 10\%, 0)$

3. HA will get 5% of salary, if he/she is not from KTM:  $\text{=if}(C2 <> \text{KTM}, E2 * 5\%, 0)$

4. Total:  $\text{=E2} + \text{F2} - \text{G2}$

## Problem:5

SN	Name	Address	Post	Salary	Bonus	Tax	HA	Total
1	Sangam	Ktm	Manager	12000	1200	1320	1200	11800
2	Seeta	Jhapa	Accountant	11500	1150	0	575	12650
3	Geeta	Ilam	Engineer	10000	1000	0	500	11000
4	Ram	Phidim	Director	12500	1250	0	625	13750
5	Krishna	Pokhara	Gardener	4500	540	0	675	5040
6	Mohan	Btm	Peon	5000	600	0	250	5600
7	Pritam	Ktm	Assistant	6000	720	672	600	6048

Criteria:

Bonus



1. Bonus will be given 15% of salary, if his/her salary is less than or equal to 4000.
2. Bonus will be given 12% of salary. If his/her salary is greater than 4000 and less or equal to 8000.
3. Bonus will be given 10% of salary. If his/her salary is greater than 8000.

## Tax

1. Tax will pay 10% of salary and bonus, if he/she is from ktm.

## HA

1. HA will get 15% of salary, if he/she is from pokhara.
2. HA will get 10% of salary, if he/she is from ktm.
3. HA will get 5% of salary, if he/she is not from pokhara and Kathmandu.

## Problem:6

### Criteria:

SN	Name	Add	Post	Salary	Bonus	Tax	Total
1	Sangam	ktm	Manager	12000	1800	1380	12420
2	seeta	Jhapa	Accountant	11500	0	0	11500
3	Gita	Ilam	Engineer	10000	0	1000	9000
4	Ram	Phidim	Director	12500	0	0	12500
5	Krishna	Pokhara	Gardener	4500	0	0	4500
6	Mohan	Btm	Peon	5000	0	0	5000
7	Pritam	ktm	Assistant	6000	0	600	5400

## Bonus

1. Bonus will be given 15% of salary, either his/her post is manager or his/her salary is less than or equal to 4000.

=IF(or(D2=manager,E2<=4000),E2\*15%,0)

## TAX

1. Tax will pay 10% of salary and bonus, either he/she is from ktm or post is engineer.

=IF(or(C2=ktm,D2=Engineer),(E2+F2)\*10%,0)

## Problem:7

Solution:

1.Total=sum(C2:J2)

2.Result=if(and(C2>=32,D2>=32,E2>=32,F2>=32,G2>=32,H2>=32,I2>=32,J2>=32

Sn	Name of the std	English	Nepali	Math	Science	Social	Population	Account	Education	Total	Result	Percentage	Division	Rank
1	Ram khalal	67	84	46	74	84	84	84	73	596	pass	74.5	first	2
2	Sita Rai	56	75	54	74	67	64	83	94	567	pass	70.875	first	5
3	Gita Limbu	85	64	64	63	42	56	75	84	533	pass	66.625	first	6
4	Devi Chauhan	85	85	65	84	75	6	82	96	578	fail	0	**	0
5	Mina Pokhrel	75	93	85	99	84	46	84	93	659	pass	82.375	dis	1
6	Siva Khanal	68	92	73	67	75	74	99	47	595	pass	74.375	first	3
7	Santi Dahal	95	53	63	83	75	84	47	85	585	pass	73.125	first	4
8	Saroj Rajabanshi	78	64	85	9	83	95	62	68	544	fail	0	**	0

),pass,fail))

3.Percentage=if(L2=fail,0,K2/800\*100)

4.Division=if(L2=fail,if(M2>=80,dis,if(M2>60,first,if(M2>=45,second,thir)))

5.Position=if(L2=fail,00,rank(m\$2:\$m:\$9)

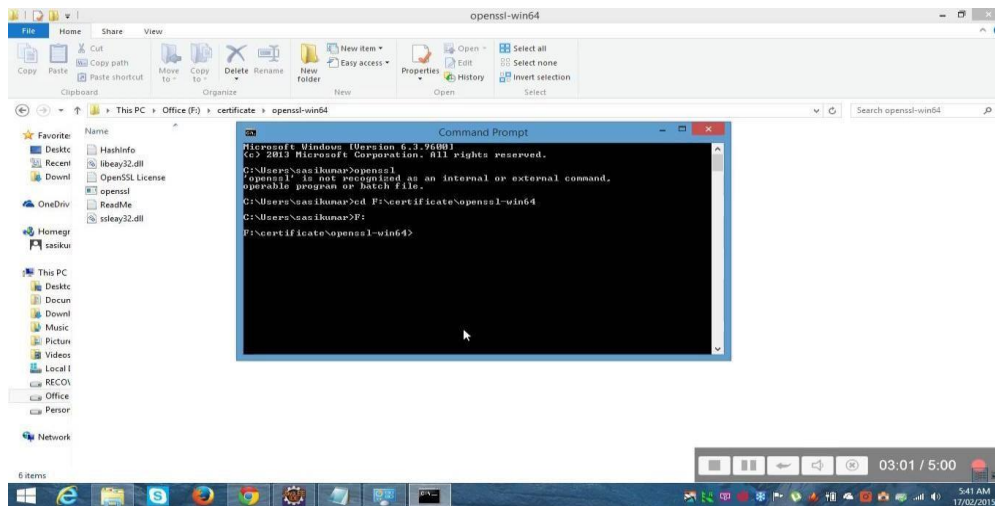
## MS PowerPoint

MS PowerPoint is a program that is included in the Microsoft Office suite. It is

used to make presentations for personal and professional purposes. PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows. Some very popular presentation software, such as Microsoft's PowerPoint and Lotus's Freelance Graphics, are sold stand-alone or can come as part of office-oriented suites or packages of software. Other popular products include Adobe Persuasion, Astound, Asymetrix Compel, Corel Presentations, and Harvard Graphics

## **Internal and External Commands Used in MS-DOS**

### ***Internal Commands***



## CLS

This command clears the screen.

**Syntax:** CLS

**Example:** C:/>CLS DIR

**Syntax:** DIR[drive][switches]

where switches and their meanings are given below:

Switch	Meaning
/P	Page-wise pausing
/W	Wide-wise pausing
/AD	Directories
/AH	Hidden files
/O	Displays files/directories in sorted order with following specifications

**Use:**Displaysfiles,directoriesandsub-directories.

**Example:** dir d: /p

**Output:**Displayslistofdirectorypagewise

## COPY

**Syntax:**COPY

**Use:**Thiscommandcopiesfile(s)fromonelocationtoanother.

**Example:**C:\>COPYC:\NepalC:\china

## TYPE

**Syntax:**TYPE

**Use:**Usedtodisplaythecontentofa file.

**Example:**C:\>TYPENepal.txt

**Output:**Thiscommanddisplaytheinformationcontainedinthefilename Nepal.txt

### Other Examples:

C:\>TypeREED.txt

NowyoucanviewthecontentofREED.txt

## REN

**Syntax:**REN

**Use:**Usedtorenameafile.

**Example:**A:\>RENnepal.doc patan.doc

**Output:**Thiswillrenametheoldfilenepal.docinto patan.doc

### Other Examples:

C:\>REN\*.COM\*.EXE

Torenameallthefileshaving.comasanextensionintotheextension.exe with the same primary file name of drive C.

## DEL

**Syntax:** DEL filename

**Use:** Used to delete file(s)

**Example:**C:\>DELtry.exe

**Output:**Itdeletetry.exe filefromdriveC.

## MD

**Syntax:** MD <directory-name>  
**Use:** Used to create a directory  
**Example:** C:\>MD School  
**Output:** A directory named "School" is created in root directory C.

#### Date

**Syntax:** Date  
**Use:** This command is used to display and change system date of the computer.  
**Example:** C:\>DATE  
**Output:** Current date is Sat 08-04-2004 Enter new date (mm-dd-yy):

#### Time

**Syntax:** TIME  
**Use:** This command is used to change and display the current system time of the computer.  
**Example:** C:\>TIME  
**Output:** Current time is 7:15:01.91  
Enter new time:

#### CD

**Syntax:** CD  
**Use:** Used to change or get into the directory.  
**Example:** C:\>CD School  
**Output:** This command lets us get into directory School and we will be in C:\ School>

#### RD

**Syntax:** RD [directory]  
**Use:** Used to remove a directory, but the directory must be empty.  
**Example:** C:\>RDSchool  
**Output:** It removes directory School, which is in C drive.

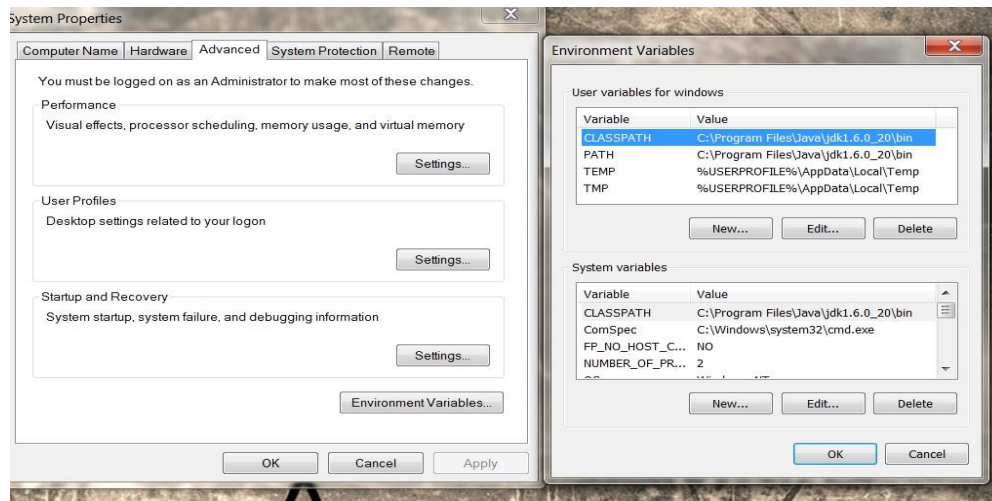
#### VOL

This command shows volume level in the disk.

**Syntax:** VOL [Drive:]

**Example:** c:/>VOL

## External Commands



## EDIT

**Syntax:**EDIT

**Use:**Used to edit files.

**Example:**C:\>EDITSuyasha.txt

**Output:**This command will open the DOS file Suyasha.txt and will allow us to edit the file.

## FORMAT

This command is used to format the disk. **Syntax:**

Format [Drive:] [Path] File name **Example:** c:/

format d:/Q/

## Overview

Commands that need external additional file with command.com are external commands. Example: XCOPY, CHKDSK, LABEL, TREE etc. This note contains brief description on external command used in DOS.

## External Command

## TREE

**Syntax:** TREE

**Use:** Used to display all the files, sub-directories and directories in a tree-structure.

**Example:** C:\>TREE

**Output:** This command will display tree structure along with the of C drive disk.

## DELTREE

**Syntax:** DELTREE

**Use:** Used to remove directory which is empty or non-empty.

**Example:** C:\>DELTREE C:\Nepal\.

**Output:** This command deletes all the files, sub-directories and lower sub-directories of director "Nepal" of C drive permanently with confirmation.

## DISKCOPY

**Syntax:** DISKCOPY[sourcedrive:][targetdrive:] [switch]

**Use:** Used to make duplicate copy of a disk. While copying, both the disk must have equal capacity.

**Example:** C:> DISKCOPY A: B:

**Output:** This command allows us to copy the contents of A drive to B drive.

## UNDELETE

**Syntax:** UNDELETE [filename]

**Use:** Used to recall deleted files.

**Example:** C:\>UNDELETE \*.DOC

**Output:** This command starts recovering all deleted file whose extension is DOC from root directory C.



## SYS

**Syntax:** SYS[drive:]

**Use:** Used to transfer system files from one disk to another.

**Example:** C:\>SYS A:

**Output:** This will transfer system files from C disk to A disk drive.

## ATTRIB

**Syntax:** ATTRIB[filename][+/-][H][R]

**Use:** To change attribute and setting of files and directories.

**Example:** C:\>ATTRIB+H Suyash

**Output:** This command assigns the hidden attribute to a file with name Suyash.

Symbol	Meaning
+	Sets an attribute
-	Clears the screen
R	Read only file attribute
H	Hidden file attribute

## CHKDSK

**Syntax:** CHKDSK[drive]

**Use:** To check and display status report of any disk.

**Example:** C:\>CHKDSK D:

**Output:** This command checks drive D: for any errors and displays status report of a drive D.

## LABEL

**Syntax:** LABEL[drive:][path][Label-text]

**Use:** Creates, changes and deletes volume label name of a disk.

**Example:** C:\>LABEL A:\SCHOOL

**Output:** This command deletes old volume label and creates the volume label SCHOOL for disk drive A staying at C drive.

## **DISKCOMP**

**Syntax:**DISKCOMP [drive:][drive2:]

**Use:**Used to compare two disks.

**Example:** C:\>DISKCOMP A:B:

**Output:**This command will compare two floppy disks in the drive A and B.

## **EDIT**

**Syntax:**EDIT

**Use:**Used to edit files.

**Example:** C:\>EDIT Suyasha.txt

**Output:**This command will open the DOS file Suyasha.txt and will allow you to edit.

## **EXIT**

**Syntax:**EXIT

**Use:**Used to quit from MS-DOS program.

**Example:** C:\>EXIT

**Output:**This command allows you to quit from the DOS prompt.

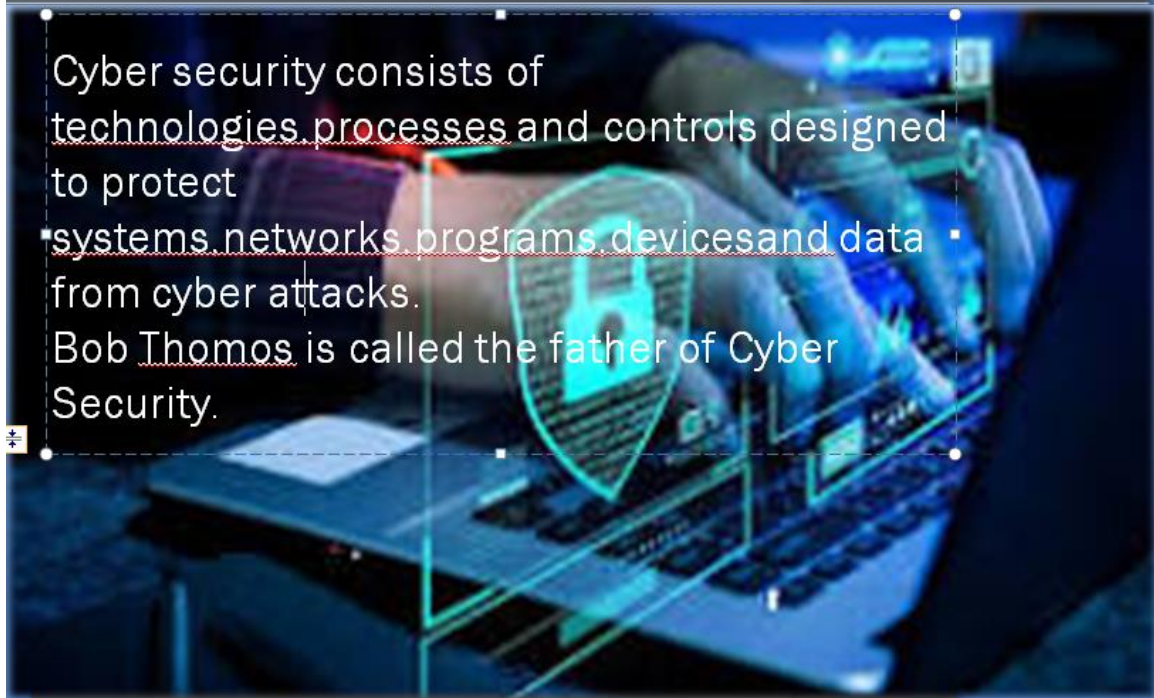
I. Presentation includes any 10 slides of topic given in class in lab report.

Submitted to Pramod soni sir

# INTRODUCTION TO CYBER SECURITY

Cyber security consists of technologies, processes and controls designed to protect systems, networks, programs, devices and data from cyber attacks.

Bob Thomos is called the father of Cyber Security.



## Benefits of cyber security

- ◉ Data protection
- ◉ Enhances productivity
- ◉ Boosting customer trust
- ◉ Business continuity
- ◉ Job security
- ◉ Financial savings
- ◉ Flexibility and scalability
- ◉ Reputation Protection

## Disadvantages of cyber security

- ◉ High cost of implementation
- ◉ Complex management
- ◉ Compatibility issues
- ◉ Inconvenience to users
- ◉ Evolving threat landscape
- ◉ Human Error
- ◉ Limited effectiveness against insider threats

# Best practices of cyber security

- Only share sensitive information on legitimate and secure websites
- Avoid clicking on pop-ups or unknown links
- Use strong passwords and multi-factor authentication
- Enable firewall protection
- Update your software and backup files regularly

## Basic three principle of cyber security includes;

Confidentiality=The principle of confidentiality specifies that only the sender and intended receiver should be able to access the contents of message.It not only implies to the storage of data but also applies to transmission of data.

Integrity=Integrity means that change need to be done only by the authorized user.When the contents of a message are changed after the sender sends it,before it reaches the intended user.

Availability=The principle of availability that resources should be available to authorized user at all times.



# Major types of Cyber Security

- Network Security = It is any activity designed to protect the usability and integrity of the network and data. It includes both hardware and software technologies. It stops threats from entering or spreading into network.
- Cloud Security = it is also known as cloud computing security. It is a collection of security measures designed to protect cloud based infrastructure, applications and data.
- Physical Security = It is the protection of personnel, hardware, software, networks and data from physical actions and events that could cause serious loss or damage to an enterprise, agency or institution. This includes protection from fire, flood, natural disasters, theft and terrorism.

Thank  
you





